

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT / SCHEDULER
OFFICE OF SENATOR GAINES**

BASIC FUNCTIONS:

Senator Ted Gaines is seeking candidates for the role of Scheduler/Executive Assistant in his Capitol Office. This position will work in the Capitol Office as a full-time scheduler for the Senator. Candidates should be capable of managing a multi-faceted schedule with ease and be adaptable to a fast-paced office environment. Candidates must work well in a team environment, be highly organized, have high standards of customer service and attention to detail.

DUTIES:

The Scheduler will manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator. Other responsibilities include managing the phones, incoming mail, and office paperwork. Punctuality is required. The Executive Assistant must maintain hours Monday through Friday from 9:00 AM to 5:00 PM in addition to working a flexible schedule, as needed.

POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of the legislature, constituent services, and strong interpersonal communication skills. Understanding of recording FPPC documentation is beneficial.

EDUCATION:

High school diploma and Bachelor's degree required.

SALARY AND FINAL FILING DATE:

Salary starts at \$3,368 per month. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT

APPLICATION TO:

Dave Titus, Chief of Staff
Dave.Titus@sen.ca.gov
State Capitol, Room 3070
Sacramento, CA 95814